

Retention and Classification Report

Agency: Department of Transportation. Division of Aeronautics (61)

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Records Officer Jill Baxter

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AGENCY: Department of Transportation. Division of Aeronautics

SERIES: 2985

3

TITLE: Airport construction project records

DATES: 1942-

ARRANGEMENT: Alphanumerical by project number

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

These files detail the actual construction work undertaken at specific airports. The Utah Department of Transportation (UDOT) coordinates airport construction throughout the state. The airports are funded by both state and federal monies. All projects are approved by the Aeronautics Committee. These records include reports on the progress of the construction, a record of payment, drawings, and correspondence. The information includes project location numbers, details of project, cost of construction, requests for money to be spent, and agreements.

RETENTION:

Retain 10 years after project is complete.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1993

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years after project is completed and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

AGENCY: Department of Transportation. Division of Aeronautics

SERIES: 2985

TITLE: Airport construction project records

(continued)

APPRAISAL:

Administrative Historical

This disposition is based on the informational value of the records.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Transportation. Division of Aeronautics

SERIES: 10394

3

TITLE: Airport correspondence

DATES: 1952-

ARRANGEMENT: Alphabetical by airport name and location

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 03/31/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Transportation. Division of Aeronautics

SERIES: 10227

3

TITLE: Airport fuel tax disbursement journals

DATES: 1964-

ARRANGEMENT: Alphabetical by airport, thereunder chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are airport fuel disbursement records which show the history of fuel taxes reimbursed to cities with airports throughout Utah. The fuel taxes are paid by oil distributors, received by city clerks, and then collected by the State Tax Commission. Aeronautics reimburses most of the cost of the tax to the city to be used toward airport construction and maintenance. The information includes amount of gallons purchased, total reimbursed to the city, amount the Tax Commission collects, and the date. These records are maintained monthly for Salt Lake airports (due to the volume of fuel they purchase) and quarterly for all other airports.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1993

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

AGENCY: Department of Transportation. Division of Aeronautics

SERIES: 10227

TITLE: Airport fuel tax disbursement journals

(continued)

APPRAISAL:

Administrative

This disposition is based on the informational value of these records. They are needed permanently in office for reference use.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Transportation. Division of Aeronautics

SERIES: 2980

3

TITLE: Airport license applications

DATES: 1955-

ARRANGEMENT: Alphabetical by name of airport

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These applications are sent to the Aeronautics Division yearly by individual airports in order for them to be licensed. Airports are inspected and can be disapproved. To be licensed, the airport submits the application and a fee, then Aeronautics gives them a license and receipt for payment. These records document that transaction. Information includes name of airport, location (including county), mailing address, owner, airport manager, type of airport (public or private), latitude and longitude, runway information, fee paid, and a copy of the license.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1993

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

This disposition is based on the evidential value these records hold for the existence and/or closure of Utah airports.

AGENCY: Department of Transportation. Division of Aeronautics

SERIES: 2980

TITLE: Airport license applications

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Transportation. Division of Aeronautics

SERIES: 10388

3

TITLE: Airport master record

DATES: 1979-

ARRANGEMENT: Alphabetical by airport name

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These forms are created by the Federal Aviation Administration (FAA) to document basic information about airports and are updated as state officials inspect the airports. They are also compiled for use as a reference source by pilots and general citizens. The records contain information on individual airports, including owner's name and address, manager's name and address, whether the airport is public or private, latitude and longitude, runway data, lighting, landing length, services, facilities, based aircraft, and operations. Also included is a map of the airport.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1993

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office until updated and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Department of Transportation. Division of Aeronautics

SERIES: 10388

TITLE: Airport master record

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Transportation. Division of Aeronautics

SERIES: 10395

3

TITLE: Chronological outgoing correspondence

DATES: 1981-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 03/31/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Transportation. Division of Aeronautics

SERIES: 10387

3

TITLE: Flight logs

DATES: 1983-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These records are created by pilots for each flight and used by the Aeronautics staff as a reference. They document the flight activity (flight date and hours, utilization, and the passenger list) of Utah Department of Transportation planes. They are also used to create invoices for agencies receiving aircraft services. The information includes name of pilot, date, starting point and destination, time left/arrived, total flight hours, passenger names, and passenger agencies.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1993

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after aircraft is no longer in use and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Department of Transportation. Division of Aeronautics

SERIES: 10387

TITLE: Flight logs

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Transportation. Division of Aeronautics

SERIES: 10191

3

TITLE: Gasoline used for aviation purposes reports

DATES: 1988-

ARRANGEMENT: Alphabetical by airport name

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

This report, which is provided to all Utah airports, is created by Aeronautics to record gasoline used. To compile the report, the airports list and provide evidence (paid invoices) of all aviation fuel purchased. The evidence is submitted to Aeronautics to show that the required fuel tax was paid. The report is prepared to properly reimburse the airports for a percentage of the fuel tax paid.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1993

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency. These records are also subject to audit.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Transportation. Division of Aeronautics

SERIES: 10389

3

TITLE: Minute books

DATES: 1937-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These records are continuing minutes of various aeronautics boards as they have existed from 1965 to the present. The Aeronautics Commission was a governing board of the division from 1965-1967, then they became the Board of Aeronautics until 1975. At that time, they became the Aeronautics Committee and ceased to be a governing board. These minute books document their meetings, actions, and accomplishments.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 03/18/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then transfer to State Archives.

APPRAISAL:

Historical

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Transportation. Division of Aeronautics

SERIES: 10392

3

TITLE: Navigational aids records

DATES: 1981-

ARRANGEMENT: Alphanumerical by location

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These records are created by the navigational aids technician. They are also required by the Federal Aviation Administration (FAA). They document the acquisition and maintenance of navigational aids (radio equipment) located around the state. Included are maintenance records, procedures, correspondence, radio licenses, FAA inspection reports, and manuals. Maintenance is conducted monthly or quarterly. Inspections by the technician are conducted every time the navigational aids are shut down. These records are maintained at the site of the equipment. The original copy is maintained by the FAA.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1993

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office until navigational equipment is no longer in use and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Department of Transportation. Division of Aeronautics

SERIES: 10392

TITLE: Navigational aids records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Transportation. Division of Aeronautics

SERIES: 2978

3

TITLE: Publications

DATES: 1939-

ARRANGEMENT: Chronological by date.

ANNUAL ACCUMULATION:

DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Fiscal

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Transportation. Division of Aeronautics

SERIES: 10391

3

TITLE: Travel reimbursement requests

DATES: 1988-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

Correspondence, forms, and related records pertaining to agency travel and transportation functions.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 04/27/1992

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

Paper copy: Retain in Office for 1 year and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. Home address, social security number, and telephone number

AGENCY: Department of Transportation. Division of Aeronautics

SERIES: 83690

4

TITLE: Utah aeronautical chart

DATES: i 1950-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION:

Retain until obsolete. Transfer to Archives.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 12/08/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until obsolete and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

This disposition is based on the informational value of these charts, which could be important historically.

AGENCY: Department of Transportation. Division of Aeronautics

SERIES: 83690

TITLE: Utah aeronautical chart

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Transportation. Division of Aeronautics

SERIES: 10352

3

TITLE: Utah safe pilot newsletter

DATES: 1988-

ARRANGEMENT: Chronological by date.

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 04/01/1992

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Fiscal

This newsletter is a free publication sent to all pilots in the state who have a current medical file with the Federal Aviation Administration (FAA). It contains information on aviation safety as it pertains to Utah and documents the activities of the FAA and Aeronautics division within the state of Utah.

PRIMARY CLASSIFICATION:

Public